



ARKANSAS DEPARTMENT OF HUMAN SERVICES

DIVISION OF BEHAVIORAL HEALTH SERVICES (DBHS)

REQUEST FOR APPLICATION (RFA) – YOUTH LEADERSHIP DEVELOPMENT

PARTNERSHIP FOR SUCCESS (PFS)

DUE DATE: MARCH 17, 2014

Inserted Date Stamped/Time

DBHS USE ONLY

▪ **Region:**

1 2 3 4 5 6 7 8

▪ **High Need/Above State Rate:**

Yes No

▪ **Current Lead and Seed:**

Yes No

☐ Applicant Selected To
Participate In PFS - Award

Applicant's Information/Fiscal Agent Contact Information

Name of Youth Group		Fiscal Agent (If Applicable)	
Non-Profit Status		Contact Person	
Tax Identification Number		Contact Person Title	
Contact Person		Tax Identification Number	
Contact Person Title		Mailing Address	
Mailing Address		Email Address	
Email Address		Telephone Number	
Contact Telephone Number			
Cell Number (Optional)			

Applicant Must Provide The Following Information Regarding the Proposed PFS Youth Development Leadership Project

1. Type of Youth Group:	
2. Provide A List of the Youth Group's Officer and/or Members:	
3. Previously DBHS Funded Lead and Seed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. PFS-Prevention Focus:	<input type="checkbox"/> Reducing Underage Drinking <input type="checkbox"/> Reducing Prescription Drug Abuse and Misuse
5. Count(ies) To Be Served/Region:	Count(ies): Region #
4. High Need (Above the State Rate):	<input type="checkbox"/> Yes % <input type="checkbox"/> No Underage Drinking 14.0% Prescription Drug Use 3.5%

Applicant Must Answer The Questions Below. (Please Use The Space Provided)

1. Provide an Overview of the Youth Group and Its Community Efforts.	
2. Provide a Narrative of Why Addressing This Issue Is Important to the Group.	
3. Discuss How The Group Plans to Utilize the Funds.	
4. Discuss The Group's Existing Support, Partnerships, and Collaborative Efforts.	
5. Discuss How The Group Would Plan to Sustain The PFS Efforts.	

In order to be eligible to Receive PFS Youth Leadership Development Funds, Youth Groups Must Agree To Attend The Mandatory Conference/Training (April 2014) -Youth Permission Form Attached

1. Name of Youth Members to Attend the Mandatory (Conference) 1-4 Youth/Contact Information:	
2. Name of Youth Adult Leader(s)/Contact Information:	

PFS-YLD PROGRAM AND SUB GRANT REQUIREMENTS:

- Project Duration: The PFS-YLD is a 4 to 5 year grant commitment depending on the availability of funds. Proposed effective start date April 14, 2014.
- Youth Groups Must Attend The Mandatory Training Awards For Prevention (TAP) Conference/Training Each Year to be awarded sub grant. (There are no expenses to youth groups. Eligible Travel expenses are reimbursable.)

Training Awards For Prevention (TAP): April 14-15, 2014 Little Rock Arkansas. (This training is held in conjunction with the Arkansas Underage Drinking and Injury Prevention Conference.) When selected as a PFS YLD participant, additional information regarding TAP will be provided.

- Youth Groups Must Agree To Follow The Training Plan and/or Guidelines Received from TAP and implement their plan.
- Youth Groups Must Agree to Attend and Participate in Follow-Up Meetings, Trainings, and/or Workgroups and commit to the Strategic Prevention Framework process within their community.
- Youth Groups Must Agree to Work with Other Awarded PFS providers, i.e. sub-recipient organizations, Regional Prevention Providers (RPP), Local Law Enforcement, State Epidemiology Outcome Workgroup (SEOW), and Advantage Communications Inc.
- Youth Groups Must Agree to the DBHS Prevention Services Statement of Work Assurances and Certification (See Attachments Request For Application Forms).
- Youth Groups Are Required to Work with the PFS Media provider (Advantage Communication Inc.). (Budget restrictions and limitation: \$5000 will be restricted for Media and up to \$3500 for Adult Stipends)
- Youth Leadership Development Maximum Amount \$15,000. No Indirect Cost (IDC) is Eligible with PFS Funds. Youth Applicant Must Agree to Bill Monthly for PFS Expenditures and Report Monthly.
- All Adult Leaders Must Have Current Criminal Background Checks Performed. Completed Background Checks on All Adult Leaders Must Be Submitted With This Application.
- Youth Group must include a letter of commitment from the agency serving as fiscal agent if different from the youth group applicant.

By my signature below, I verify that information on this Application Form and its attachments are accurate. As the Authorized Official/Representative for the Youth Group, I accept the scope of work and program requirements outlined in this RFA for the DHS DBHS Partnerships For Success Youth Leadership Development Program.

SIGNATURE OF AUTHORIZED OFFICIAL/REPRESENTATIVE	DATE

PARTNERSHIP FOR SUCCESS (PFS) SCOPE OF WORK: The state of Arkansas Department of Human Services, Division of Behavioral Health Services (DBHS) Prevention Section will address two prevention priorities, underage drinking and prescription drug abuse and misuse. It is believed a reduction will result from uniformed strategic efforts made by collaborating with various state agencies and community level groups and implementing various strategies. DHS/DBHS Prevention uniformed strategies and interventions will include awareness/promotion, education, enforcement, environmental and evidence-based approaches.

The Arkansas SPF-PFS will serve youth/adolescents aged 12-25 who reside in counties that have high prevalence rates of substance abuse especially in underage drinking and prescription drug abuse and misuse. Each year, it is anticipated that at least 85% of the targeted population will be affected and/or reached from the implementation of the proposed strategies.

DBHS Prevention is collaborating with various state agencies and community organization to build relationships and a consensus with youth, parents, law enforcement, educators, faith-based, and business leaders to work together to address the negative consequences associated with alcohol use and prescription misuse and abuse. Fortunately, the movement toward discouraging underage drinking has been a focus with key stakeholders and raising awareness about prescription drug misuse and abuse is progressing; however there is a strong need for the state to continue expanding and enhancing its efforts to reach all populations and key sectors.

DBHS Prevention overall goal is to reduce opportunities for underage drinking and will address the availability and access to alcohol by increasing the enforcement of existing laws of merchants who sell to youth and people who provide alcohol to underage youth while reducing community tolerance (including parents) for underage drinking. The inclusion of youth-led prevention activities will build the capacities and skills of youth and also promote healthy community and social norms against underage drinking. This enhancement will continue the SPF-SIG efforts of awareness in schools and in communities while addressing prescription drug abuse and misuse. With continued efforts and enhanced infrastructure, DHS/DBHS Prevention will have a larger impact in reducing underage drinking and prescription drug misuse and abuse.

DEFINITION OF YOUTH GROUP: The Division of Behavioral Health Services (DBHS) Prevention defines youth group as a group of youth/adolescents (at least 3 to 5) who are ages 12 to 25. The Youth Group may be community-based; school-based; and/or faith-based with a non-profit status or a 501C3 Fiscal Agent and have an active/current tax identification number (TIN).

PFS-YOUTH LEADERSHIP DEVELOPMENT (YLD): A youth development approach to prevention promotes youth taking greater responsibility for their well-being, health, and safety. This method aims to develop leadership skills in youth and promote interaction among young people from various backgrounds and in different stages of maturation. Moreover, the youth development model provides chances for youth to become involved in their communities in ways that build on young people's strengths and give them hope for the future. To do so, youth coalitions can have a great impact on their peers.

Youth leadership focuses on the positive outcomes we desire for young people as opposed to focusing on what we want to prevent. This, however, does not negate the need to involve youth with high risk factors. In fact, it is this group of youth who may need leadership development opportunities and without such support may be our country's greatest undeveloped resource.

Youth leadership development programs help youth deal successfully with the challenges of adolescence and prepare them for the independence and responsibilities of being parents, workers and citizens by attempting to help youth develop "competencies." These programs also:

- Conduct activities with a primarily nonacademic focus;
- Employ primarily active and experimental learning methods; and
- Promote the competencies through group and one-to-one activities.

The focus of this YLD RFA is to develop the capacity of youth groups to take a leadership role as change agents who are actively involved in promoting and/or implementing prevention efforts in their communities. Youth groups will utilize SAMHSA's 5 Step Strategic Prevention Framework process. This process allows youth to make decisions and design activities appropriate to their specific area and to impact their peers and community. The required youth leadership development track trainings will include the role of compelling data; data-driven action; building technical, financial and human capacities; logic model and action planning; implementation and tracking; evaluation; the use of social marketing; persuasion tactics and refusal skills; problem solving; healthy choices and decision making; leadership processes and styles; civic engagement; collaboration and working with community partners; and how to change policy, practices and procedures.

The Youth Leadership Development program is being designed to be a youth empowered, adult supported, environmental, balanced approach to initiating healthy choices and lifestyles including reducing substance abuse. It is both an "individual" and "environmental" approach to the prevention and reduction of substance abuse, focusing on the betterment and well-being of society as a whole and the mental, emotional, social and physical wellness of youth.

An initial group of people (3 to 5 youth) will be trained to change behavior by changing local practices, policies and procedures. This initial group will learn how to make data-driven plans using the Strategic Prevention Framework process during a 2 ½ -day training workshop. They will leave the workshop with a plan specific to their community on prevention activities to be conducted throughout the award period complete with action steps for implementing the plan.

Additionally, YLD groups should:

- A. Interface with other prevention efforts within the proposed service area. Of particular interest would be collaborative efforts with the county adult coalitions, schools, juvenile justice, and other community public and private service providers including public health programs. Youth ages 15-16 will be asked to assist with alcohol compliance checks with local law enforcement as well as the Synar research study on youth tobacco access.
- B. Operationalize services by working through settings in the service area such as schools, families, community task forces, churches, law enforcement, media, civic and youth groups, neighborhoods, work sites, and public housing authorities.

YOUTH LEADERSHIP DEVELOPMENT GOALS AND OBJECTIVES

The goal for Youth Leadership Development through prevention strategies is to reduce and/or prevent substance abuse among youth. Applications must specifically encompass:

- A. Using needs assessment data as a basis to direct prevention efforts. Please include citation for the source and date of the data.
- B. Promoting prevention efforts aimed at reducing risk factors and/or promoting protective factors in multiple life domains (individual/peer, family, school, community and/or society) in the target population.
- C. Build human, technical and financial capacities.

- D. Change policies, practices and procedures.
- E. Cultivate advocacy skills.
- F. Increase intergenerational involvement.

FUNDING AVAILABILITY AND DISTRIBUTION: The Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Prevention (CSAP), awarded \$1,766,772 for a five year project period renewable each year to Arkansas for the Strategic Prevention Framework Partnerships for Success sub-grant. A total of \$450,000/year will be available to PFS youth sub-recipient organizations. Approximately thirty (30) awards of \$15,000 will be made to selected youth sub-recipients within high need communities with renewable each year for four years.

PROJECT DURATION: Work will be done within the constraints of a sub grant with a proposed effective period of April 15, 2014 through June 30, 2015. (Year 2 through Year 5, the project period each year will be July 1st to June 30th.) The sub grant may be extended for up to 4 additional years, contingent upon approval by the Division/Office, review by the legislature, approved necessary funding, and all necessary federal reviews and approvals.

APPLICATION DEADLINE AND SUBMISSION INFORMATION: Applications must be complete and physically present at the DBHS **office no later than 12:00 noon on the specified due date** in the Application Specifications. Applications that do not meet this deadline requirement will **not** be considered for review. The application screening and review process officially begins upon receipt of the application in the DBHS office. All applications submitted for this sub-grant must be filed with both the State Clearinghouse and the appropriate local Clearinghouse (**Attachment: State and Area-wide Clearinghouse Listing**). A copy of the cover letters to the clearinghouses should be included in the appendices. **Late applications, those that submit less than the required (1) original and 10 copies, or applications that are not complete and/or properly collated by page number will not be reviewed.** A date and time stamp will be used to document receipt of applications. **Electronic and/or faxed applications will NOT be accepted.**

Application Mailing/Delivery Information

One (1) Original and Ten (10) Copies - Use the following address:

Submission By Mail:

Arkansas Department of Human Services
Division of Behavioral Health Services
Attn: Prevention Services
305 S. Palm Street
Little Rock, AR 72205

Submission By Shipping (FedEx, UPS, etc.) and/or Hand Delivery:

Arkansas Department of Human Services
Division of Behavioral Health Services
Attn: Prevention Services
4800 W. 7th Street
Little Rock, AR 72205

BUDGET PROPOSAL REQUIREMENT:

The Narrative Budget Justification should specify how sub-grant funds will be spent, why these costs are justified and necessary to conduct the proposed program, and that the costs are reasonable and appropriate. Allowable costs are limited to costs necessary to the implementation of proposed program development.

The following costs should be taken into consideration:

A stipend up to \$3,500 may be paid to one or two adult project leader(s) for services involving reporting and logistical planning. (Individuals must have background checks completed.) The total amount for stipends cannot exceed \$3,500. This will be reportable income for the person(s). Include letters of commitment from those designated as the adult leader(s).

Adult youth leader(s) will be required to attend a one day workshop in Little Rock at the start of the grant and additional trainings/workshops related to the project.

Additional allowable costs include, but are not limited to the following:

- T-shirts for creating team cohesion among the youth,
- Minimal food costs for meetings and trainings,
- Travel/Registration cost for attending trainings/workshops (state, regional, and national),
- Media campaigns including marketing materials,
- Operating costs such as office supplies and postage, and
- Cost associated with specific projects after approval by project officer.

Budget costs should include at least \$5,000 in a restricted line item for Advantage Communications Inc. for local media development and implementation,

The applicant must provide a detailed line item budget that shows the computation used to arrive at line item amounts and meets the test of "reasonableness." Every item must be of reasonable cost and must meet the guidelines found in the Alcohol and Drug Abuse Prevention Rules of Practice and Procedure. Please check computation for accuracy. The applicant must also provide a budget summary, W-9, and Standard Form 424. (see Attachment: RFA Forms)

It is important that the applicant's budget request be reasonable and appropriate to the level of effort proposed. The applicant should consider cost factors related to how often the youth will meet and the intensity of services. A letter of commitment from the agency serving as fiscal agent if different from the applicant is required with this application.

Please Note: Monthly Billing Reimbursements of project expenditures are contingent upon receiving documentation from the adult leader and/or fiscal agent.

SELECTION AND REVIEW PROCESS:

- Youth Leadership Development Application Deadline Date: **March 17, 2014**
- DBHS plans to award up to 4 youth groups/region to participate in PFS. Youth groups should represent high need communities.

SELECTION AND REVIEW PROCESS:

Selection and Review Process for the PFS YLD applicants shall consist of the following:

- Preference Will Go To Youth Groups that represent high need count(ies) that are above the state rate for underage drinking and/or prescription drug use.
- Preference Will Be Given to Previously DBHS Funded Lead and Seed Youth Groups.
- Youth Groups Will Be Selected and Awarded on First Come First Serve by Region– utilizing the DBHS stamped date and time.
- Youth Groups Will Be Notified on or before **March 25, 2014**. (Notification Will Be Submitted to the Project Leader and the Applicant-Contact Person, if different.)

Please Note: Drug Free Communities (DFC) Grantees Are Not Eligible to Participate In the Partnerships For Success (PFS) grant opportunity.

The review process determines if the application:

- Meets the purposes and criteria stated in the RFA.
- Discusses the need for the project and that need is consistent with the purposes of the RFA and matches the targeted population (gender, age, culture, etc.).
- Discusses the youth group's accomplishments, experiences, and background in working with in their perspective communities
- Discusses an appropriate targeted focus as described in the RFA. (Underage Drinking or Prescription Drug abuse.
- Budget is appropriately limited to necessary costs of implementing PFS YLD and is cost reasonable.
- Identifies and describes resources to perform proposed project.
- Identifies the key adult leader(s) who will be responsible for assuring that activities are accomplished and reporting information to DBHS.

APPLICATION PROTOCOLS AND FORMATS:

- ☐ Application must be typed (Single Space)
- ☐ Applications are bound by staple or binder clip (No Spirals)
- ☐ The applicant must abide by the page limitations
- ☐ The applicant shall utilize the provided application form
- ☐ The application completed narrative form must not exceed 6 pages
- ☐ The application narrative must be in a minimum of 12 point font
- ☐ The **Original** application should be clearly marked **Original**.
- ☐ Make sure that all required forms with the **Original Signatures** in **Blue Ink** are the forms that are placed in the **Original** application.
- ☐ Applicant should provide an **Original** and **Ten (10) copies** of the completed application.

PFS-YLD APPLICATION CHECKLIST:

- ☐ An Original and Ten (10) Copies
- ☐ Application Abstract (Attached Separately)
- ☐ Application Cover Page
- ☐ Completed Application Checklist
- ☐ Table of Contents
- ☐ YLD Application Form (Page 1 and 2 of the RFA)
- ☐ Signed PFS-YLD Program/Sub Grant Requirements
- ☐ Budget Summary and Detailed Line Item Justification
- ☐ Budget Request Amount \$15,000
- ☐ PFS Statement of Work Assurance and Certification
- ☐ List of Youth Group's Officer and/or Members
- ☐ Criminal Background Checks Included (All Adult Leaders)
- ☐ Fiscal Agent Agreement (If Applicable)
- ☐ SF424 Form
- ☐ Grant and Contract Disclosure Form
- ☐ Disclosure of Lobbying Form
- ☐ W-9 Form (If Applicable)

